

**DEPARTMENT OF INDUSTRIAL RELATIONS  
DIVISION OF LABOR STANDARDS ENFORCEMENT****REQUIRED POSTERS AND NOTICES**

In addition to the federal posting and notice requirements, California has certain posting obligations. Contact the nearest U. S. Department of Labor office for federal posting requirements. The Department of Industrial Relations has the following posting requirements:

IWC Order	These orders can be obtained by writing to the Industrial Welfare Commission, 770 "L" Street, Suite 1170, Sacramento, California, 95814, Attention: POSTERS. Make certain you specify which wage order you would like sent. (See appropriate IWC Orders)
Minimum Wage Order	These posters can be obtained by writing to the Industrial Welfare Commission, 770 "L" Street, Suite 1170, Sacramento, California 95814, Attention: POSTERS.
Pay Day Notice	An employer-developed notice is permitted (Labor Code §207). A sample notice can be obtained from the Division of Labor Standards Enforcement, P. O. Box 420603, San Francisco, California 94142, Attention: POSTERS.
Cal/OSHA Form 200	This summary form of on-the-job injuries and illnesses must be posted annually during the month of February. (Title 8, California Code of Regulations §14305(d)(1)) For additional information, write to the Division of Occupational Safety and Health, P. O. Box 420603, San Francisco, California 94142.
Workers' Compensation Insurance	A poster can be obtained from your workers' compensation insurance carrier (Labor Code §3550)

In addition to the posters required by various divisions of the Department of Industrial Relations, other state agencies have notice or poster obligations. Some of these additional requirements include:

Harassment or Discrimination in Employment is Prohibited (DFEH-162)	Limited numbers of these posters can be obtained by writing to the Department of Fair Employment and Housing, 2014 "T" Street, Suite 210, Sacramento, California 95814 (Fair Employment and Housing Act, Government Code §12900, et seq.) or by calling 1-800-884-1684.  An employer may order the notice in packages of 25, at a cost of \$12.90 per unit, through the Department of General Services, Documents and Publications, P. O. Box 1015, North Highlands, California 95660. (Refer to Item Number DFEH-162 – Revised 11/99)
Notice to Employees concerning Disability Benefits and Unemployment Insurance (DE 1275A)	These notices can be obtained by contacting the Employment Development Department at 1-800-300-5616.
Voting Notice	An employer notice is permitted, but should conform to the required language. (See Elections Code § 14001)

**INJURY AND ILLNESS PREVENTION PROGRAM**

Every California employer must have a written Injury and Illness Prevention Program. Requirements for such a program can be obtained by writing the Division of Occupational Safety and Health.

## **SAFETY**

In 1973 the California Occupational Safety and Health Act was enacted to protect California employees from workplace hazards. The Division of Occupational Safety and Health (Cal/OSHA) within the Department of Industrial Relations enforces the Act. Cal/OSHA offers a consultation service that assists employers in achieving voluntary compliance with the various worker safety and health standards. The Consultation Service is offered at no cost to employers. The Consultation Service can be of particular service to small businesses that do not have the internal resources to keep pace with the safety and health standards administered by Cal/OSHA. The Consultation Service is entirely separate from Cal/OSHA's Compliance Unit. At the employer's request a Cal/OSHA consultant will make an onsite visit and assist the employer in identifying any existing violations. Cal/OSHA consultants do not cite employers for safety and health violations. Instead, advice is given on how to correct the conditions. A reasonable abatement plan is agreed upon. However, if the employer refuses to abate an imminent hazard or serious violation, the Cal/OSHA Compliance Unit would be notified.

An employer must file a report with the Division of Labor Statistics and Research or the workers' compensation insurance carrier for every occupational injury or illness that result in loss-time beyond the date of injury or illness, or that requires medical treatment beyond first aid. This report must be filed within five (5) days after the employer learns of the injury or illness. A death or serious injury or illness (requiring hospitalization for more than 24 hours other than for purposes of observation) must be reported to the Division of Occupational Safety and Health by telephone or telegraph within 24 hours after the employer knows or should have known of the death or illness. (Title 8, California Code of Regulations, §342)

Employers must also maintain, in each establishment, a log of all-recordable occupational injuries and illnesses for that establishment. In addition, each employer for each facility must maintain a written Injury and Illness Prevention Plan that meets specific requirements under the law.

Information on the requirements of the Injury and Illness Prevention Plan and other Cal/OSHA requirements can be obtained by writing to the Division of Occupational Safety and Health. The Cal/OSHA Consultation Service can be reached at (415) 703-4050.

## **WORKERS' COMPENSATION INSURANCE**

All employers, except the state, are required to have workers' compensation insurance to cover injuries or illnesses sustained on the job. (Labor Code §3700, et seq.) An employee who suffers a work-related injury or illness that requires medical treatment beyond first aid must notify his or her employer *in writing* within 30 days of the injury or illness. (Labor Code §5400) An employer must provide a claim form to an employee within 24 hours of the reported work-related injury or illness. (Labor Code §5401) Contact the Division of Workers Compensation for more information regarding workers' compensation claims and benefits.